

Position Summary

Under the general supervision of the Building and Grounds Superintendent, and with occasional direction from the HVAC/Refrigeration Specialist – Advanced lead worker, perform semi-skilled work of a heavy physical nature related to the mechanical repair and preventative maintenance activities at state owned buildings as assigned.

Goals and Worker Activities/Objectives

45% A. Under the supervision of the Buildings and Grounds Superintendent, perform semi-skilled work of a heavy physical nature related to the mechanical repair and preventive maintenance activities.

- A1. Make daily inspections of building and equipment and notify supervisor of problems. Take daily meter readings of utilities servicing the bureau buildings.
- A2. Maintain, adjust and calibrate thermostats, pneumatic temperature and humidity controls, damper operators, steam reducing valves and record meter and gauge readings.
- A3. Maintain, service, adjust and repair controls for heating, air conditioning and ventilating equipment. Clean grilles, screens filters dampers and coils.
- A4. Perform routine preventative maintenance on internal combustion engines, vehicles, trucks, mowers and other maintenance and grounds equipment as required. This includes changing oil, lubrication, tune-ups and minor adjustments, gas up vehicles, cleaning and washing equipment.
- A5. Inspect, maintain and repair pipes, coils, pneumatic temperature and humidity valves, steam traps and steam reducing valves.
- A6. Perform other mechanical repair projects as required, directed or assigned. Inspect and correct problems related to above. Keep records of maintenance.
- A7. Operate, update and maintain computerized management systems including the Automated Building Management System (BMS) and the Computerized Maintenance Management Systems (CMMS). Work with supervisors, staff and contractors to update or repair the systems as needed. Maintain records of any changes or repairs made to the systems.

30% B. Perform preventive maintenance, mechanical repair, construction and remodeling work by working with craftworkers, maintenance mechanics, laborers and facility repair workers.

- B1. Work with the steamfitters and other maintenance mechanics in monitoring, operation, adjustment and repair of boilers, air handling units, and other HVAC equipment.
- B2. Work with electrician in pulling new wires. Inspect, maintain, and repair various types of electrical equipment including the replacement of switches, outlets and cords.
- B3. Work with masons and painters in preparation and repair work. Perform caulking, pointing, and maintenance painting work.
- B4. Repair or replace door closures, operators, locks, locksets, hardware, partitions and install walls, ceilings and flooring.
- B5. Work with plumber in maintaining piping and plumbing systems. Refill restroom supplies when required. Inspect, maintain and repair plumbing equipment such as pipes, valves, faucets, water softeners and other fixtures.
- B6. Assist in remodeling and construction projects as required or directed. Assist in determining problems and making minor repairs. Keep accurate records of all maintenance related activities for the building.

25% C. Perform other duties as assigned.

- C1. Respond to building tenant work requests.
- C2. Respond to building emergencies and make immediate decisions in the absence of management. Direct or make immediate repairs in emergency situations.
- C3. Maintain shops, work areas, garages, and storage areas on a routine basis or as necessary to maintain a clean and safe work environment.
- C4. Provide services in moving furniture or equipment as required or directed.
- C5. Maintain equipment documentation, external charges, and time reporting by utilizing the CMMS.
- C6. Notify supervisor of equipment and facilities which need repair and/or replacement.
- C7. Assist with the maintenance of grounds and walkways, including lawn care, snow removal, and planting when necessary.
- C8. Perform other work assigned, which may include tasks not specifically enumerated above, necessary to meet the operational needs of the bureau.

Knowledge, Skills and Abilities:

- 1. Ability to perform heavy manual and physically challenging work in all kinds of indoor conditions and to use scaffolding and climb/work from ladders is required.
- 2. Ability to make daily inspections of building and equipment and notify supervisor of problems.
- 3. Ability to take daily meter readings of utilities servicing the facility.
- 4. Ability to maintain, adjust and calibrate thermostats, pneumatic temperature and humidity controls, damper operators, zone valves.
- 5. Ability to record meter and gauge readings.
- 6. Ability to start, stop and operate HVAC components.
- 7. Ability to maintain and adjust building management system (BMS) controls for heating, air conditioning and ventilating equipment.
- 8. Ability to perform routine preventive maintenance on maintenance and grounds equipment as required.
- 9. Ability to enter charges and time records into computerized maintenance management system (CMMS).
- 10. Ability to plan, implement and maintain a preventative maintenance schedule of building mechanical equipment, perform or assist contractors and other staff in building remodeling and repair efforts, including electrical, carpentry, plumbing and HVAC work.
- 11. Excellent communication skills are required.